

A Student Guide to Using Microsoft Teams

Section 1

How to use Teams on a Desktop or a Laptop

- How to log on
- How to join a live lesson
- How to upload an assignment
- How to access and respond to feedback given to you by your teacher

Section 2

How to use Teams on a tablet or mobile phone

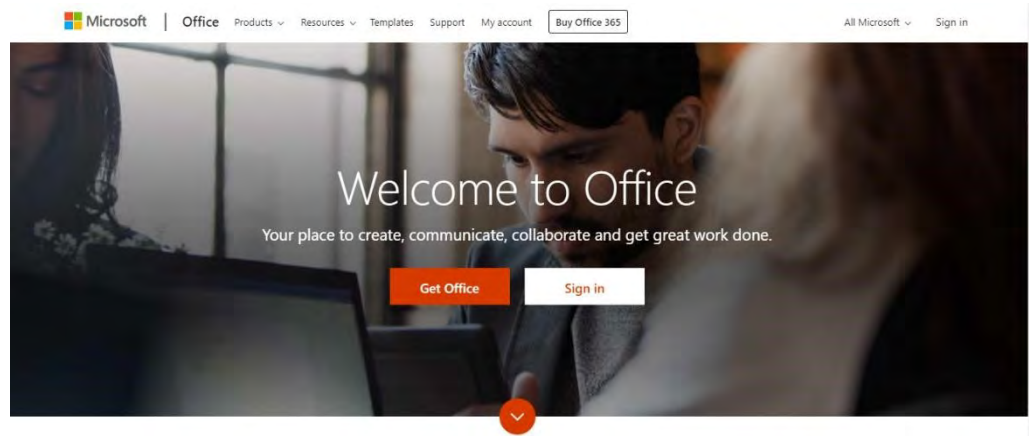
- How to log on
- How to upload a picture of work you have completed as an assignment

Section 3

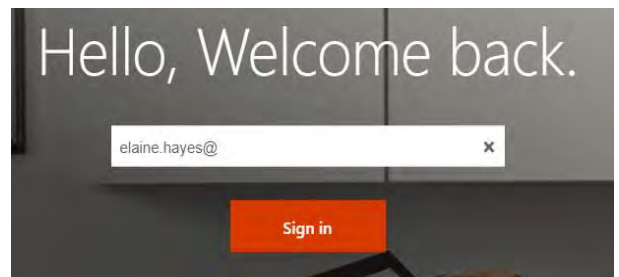
- Usernames and passwords for online platforms
- Helpdesk feature

SECTION 1 - USING TEAMS ON A DESKTOP OR A LAPTOP Teams - How to Login

On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to www.office.com



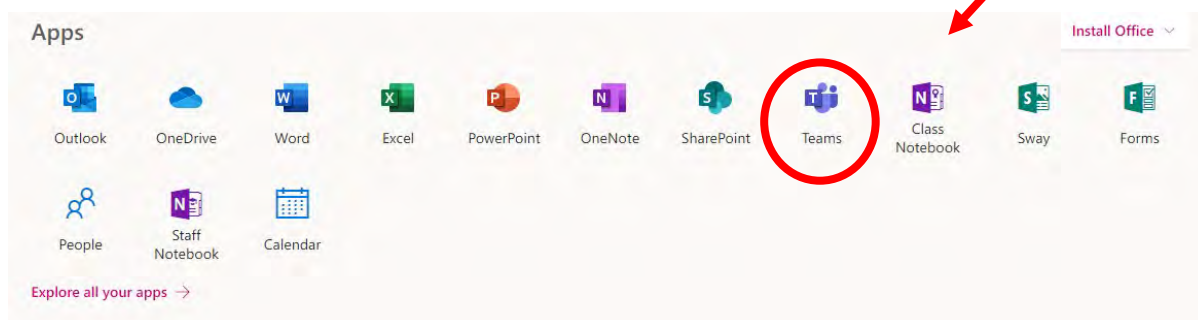
Click sign in and sign in with your full school email address which is your firstnamesurname [@tottington.shaw-education.org.uk](mailto:tottington.shaw-education.org.uk)



Example: Harry Potter is harrypotter@tottington.shaw-education.org.uk

You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your email address and the password is the one you set at school. Once you sign in, you will get the page below

Click on the Teams icon



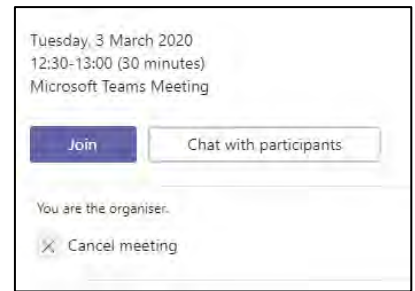
You should now see all the Teams that we have set up for you at school. If for any reason you are in a wrong Team, please email homelearning@tottington.shaw-education.org.uk

You can also install the desktop version of Teams for free.

How to join a live lesson

Step 1: If you have been invited to join a Teams meeting you will have been sent a link for that meeting and / or an Outlook/Teams calendar invite.

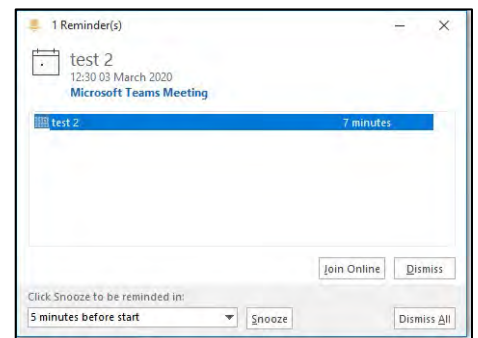
At the time of the meeting, click on the link or the item in your Calendar and use the 'Join' button to join the meeting.



Alternatively, click on the 'Join Microsoft Teams Meeting' link in the meeting invite or click the link you were provided with.

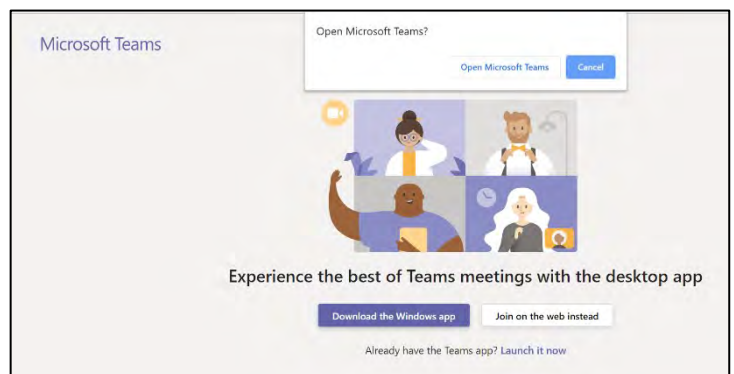


If you have a reminder alert set up, then you can also join from this by choosing 'Join online' in the calendar alert.

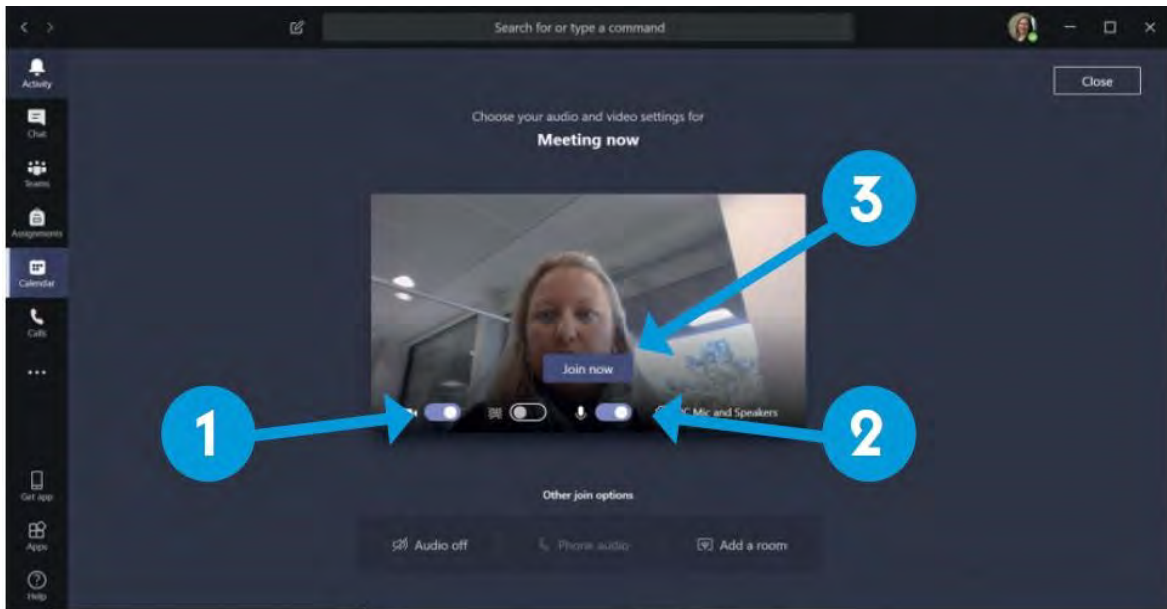


Step 2: This will take you to the Teams webpage where it will ask if you want to open Teams.

Choose to join the meeting in the web version of Teams (unless you have the Teams app already installed on your desktop, phone or tablet and wish to use this instead).



Step 3: This will open the Teams 'join meeting' dialogue. Here you can check your audio and video are enabled. If necessary you can test or adjust them using the 'PC mic and speakers' settings cog.

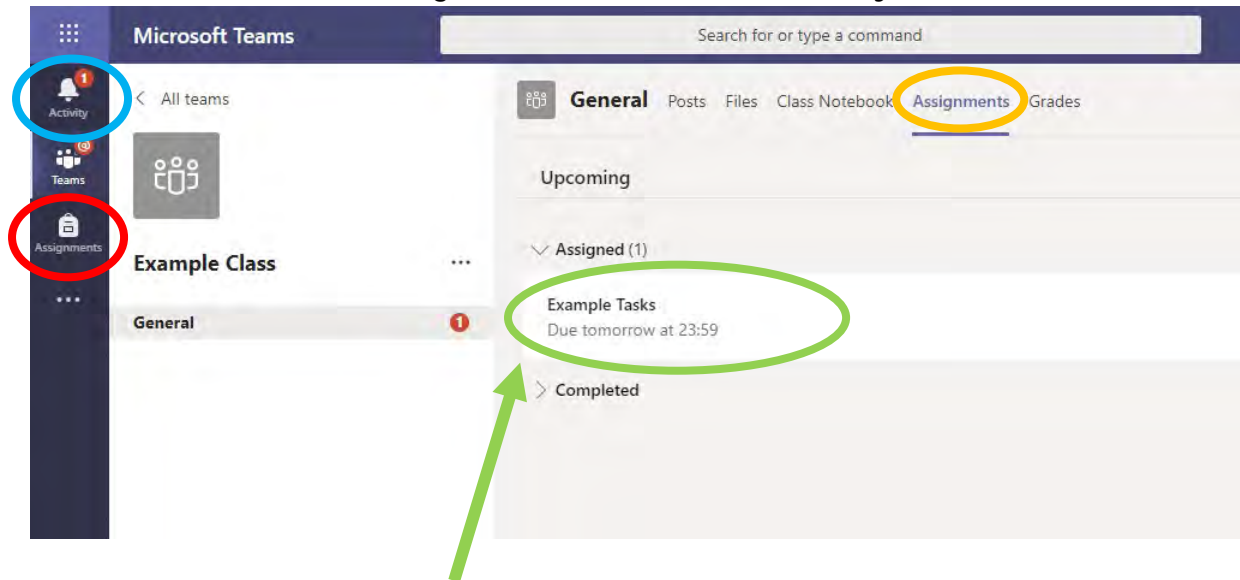


1. Ensure your camera is off
2. Ensure your microphone is on mute
3. Click the 'join now' button to join the live lesson

Note: If you are using your browser, you may have to allow Teams to use your webcam and microphone.

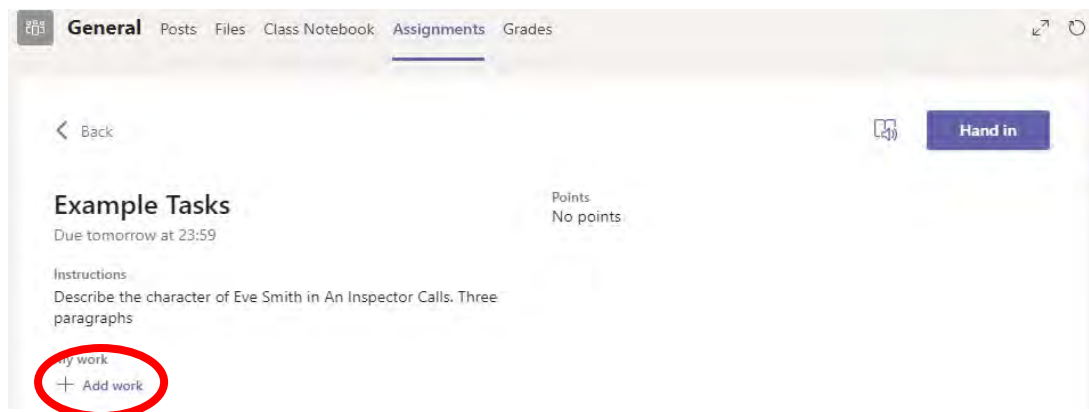
Teams - Uploading an assignment

Your teacher can set assignment for you to complete. You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue. By clicking on this notification, you will be brought to the assignments page. You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.

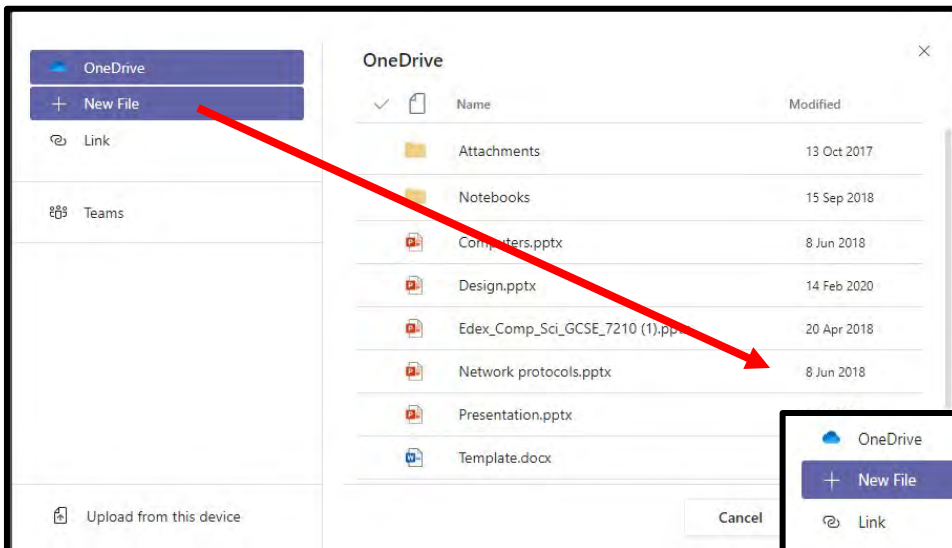


Click on the assignment to access the task.

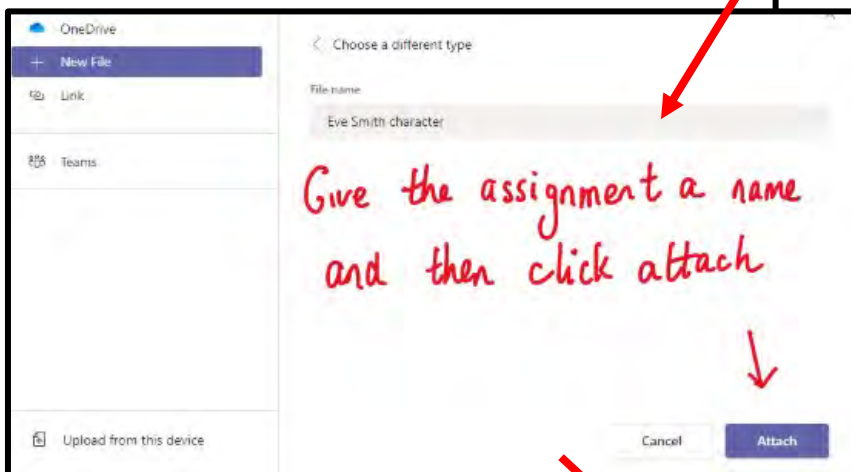
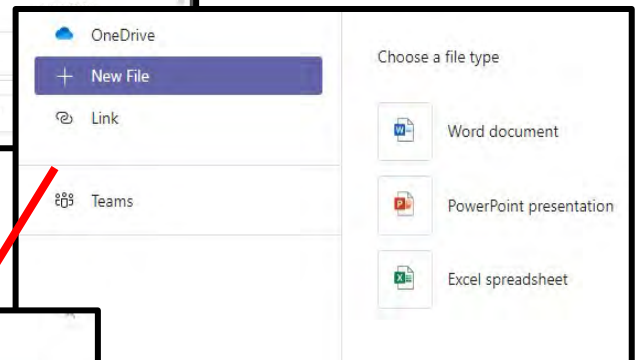
To add some work, we first need to create a new document, then complete our work in it.



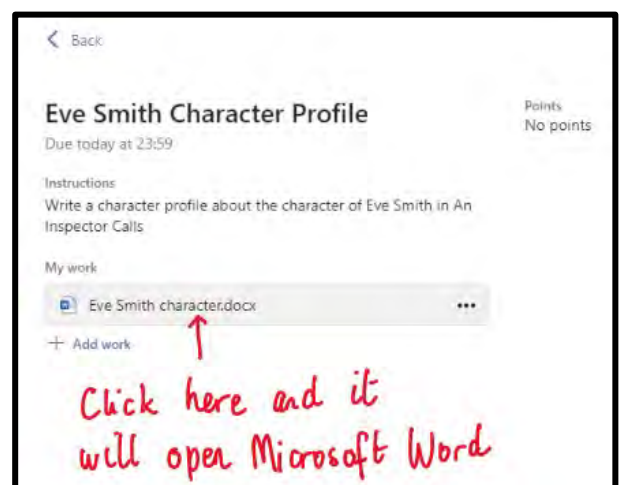
Using a new file

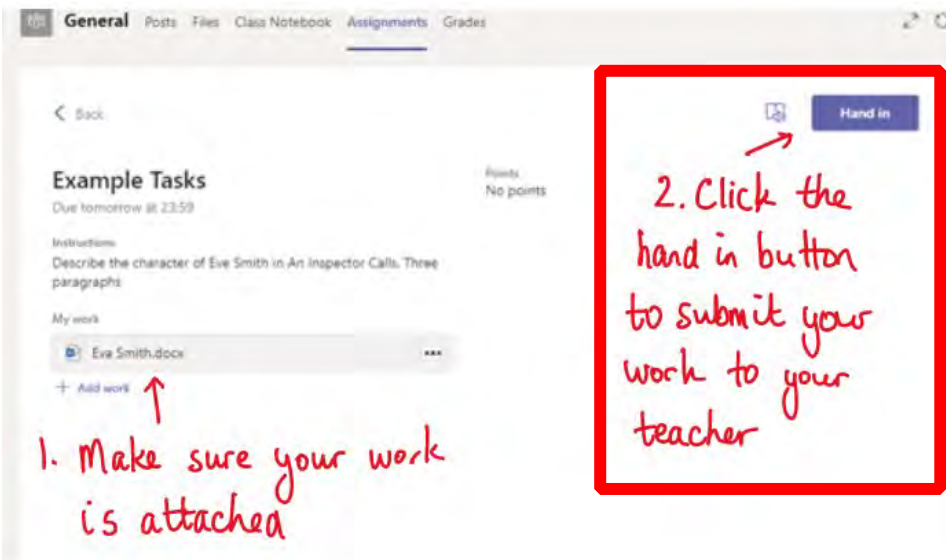
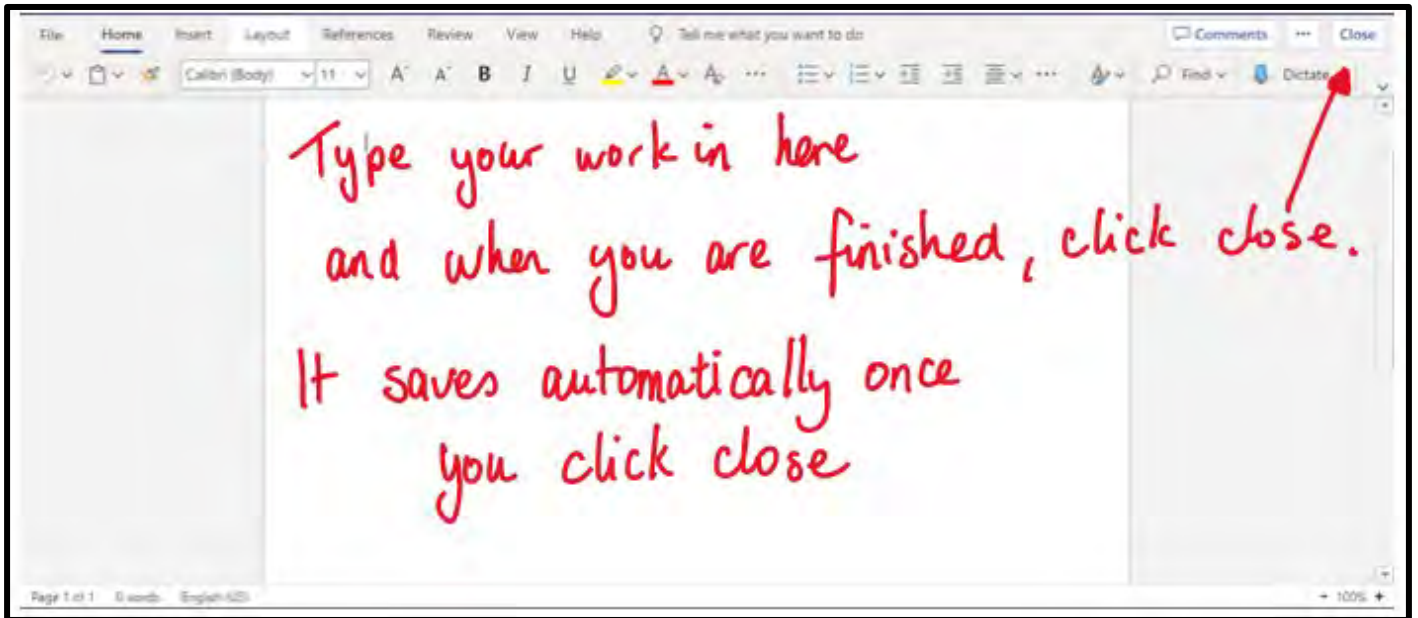


Click on new file and decide what format you will be submitting your work, Word, Powerpoint or Excel

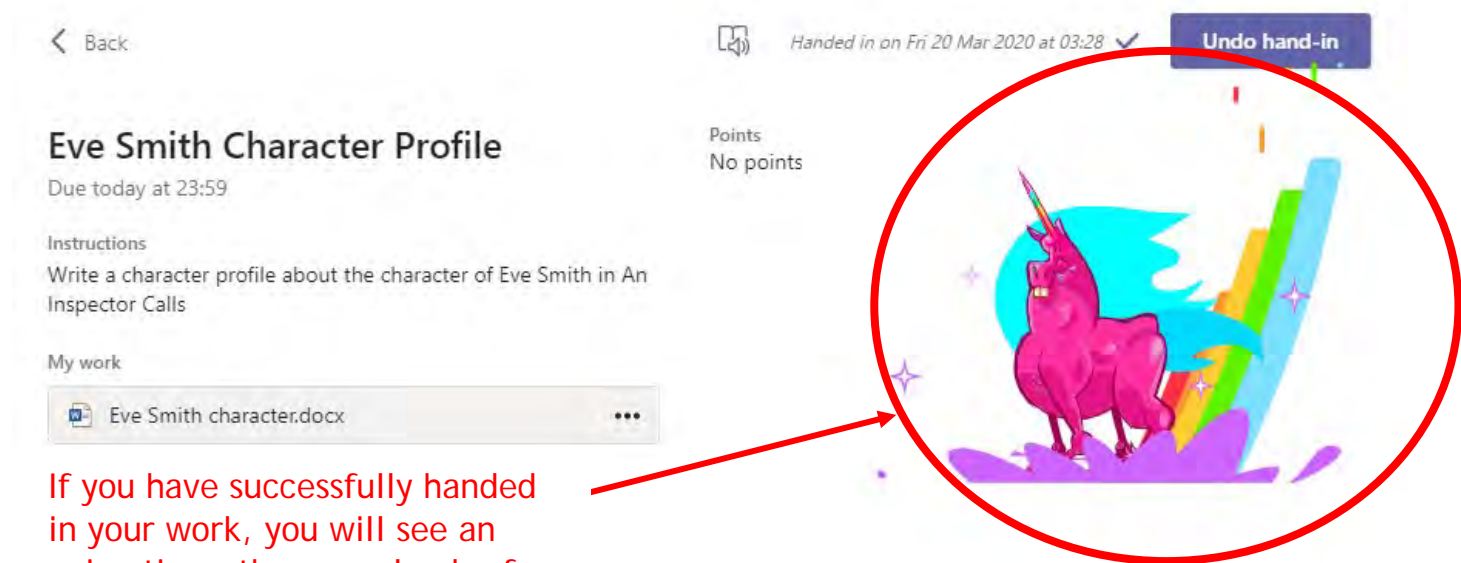


You have now created your document that you can start writing your work into. To start your work, click on the document name.





Make sure that you have your work attached and that it is not blank. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

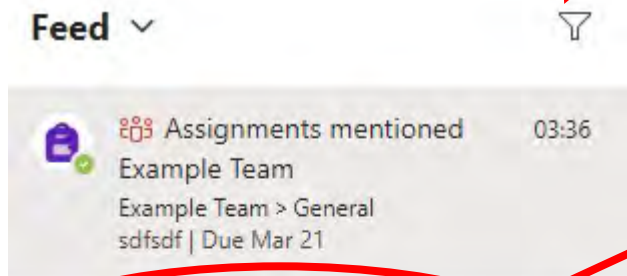
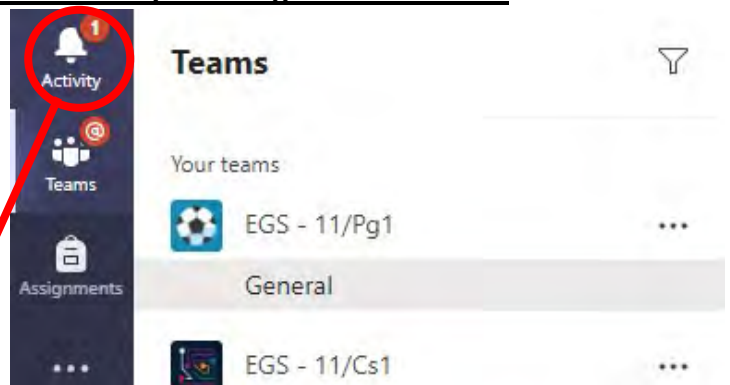


If you have successfully handed in your work, you will see an animation - there are loads of different types!

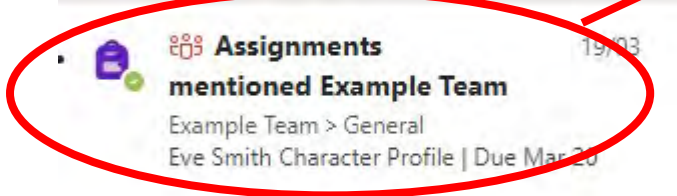
Teams - Getting feedback and responding to feedback

You will get a notification in your activity feed when a teacher has set you a new assignment or sent you feedback on your work.

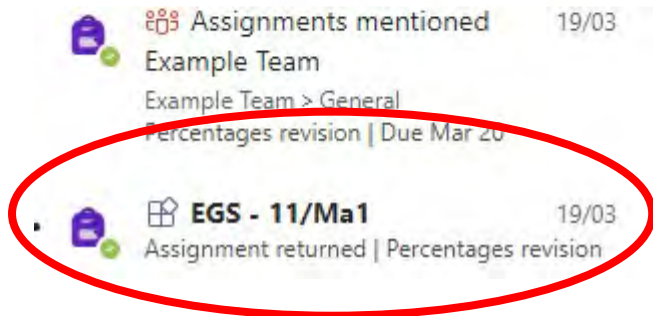
Click on the Activity button and it brings you to your feed. Any message in **bold** you have not read



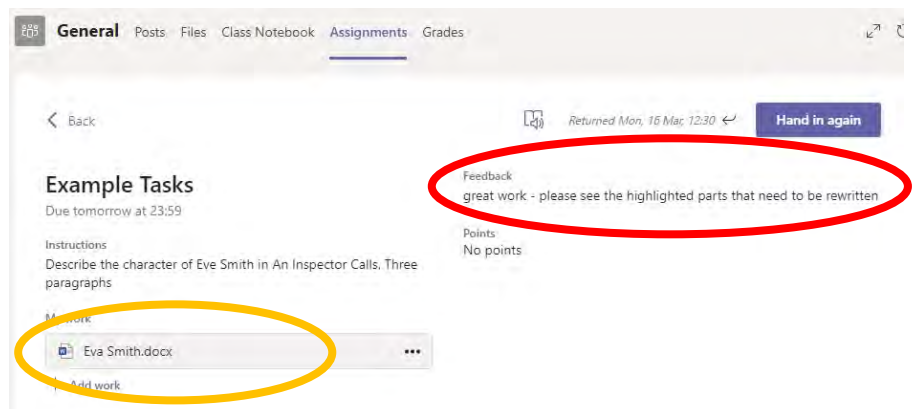
This is a notification to say that there is a new assignment in the Example Class that you need to complete



This is a message to say that work has been returned in this student's maths Team - to see the feedback, click on the notification

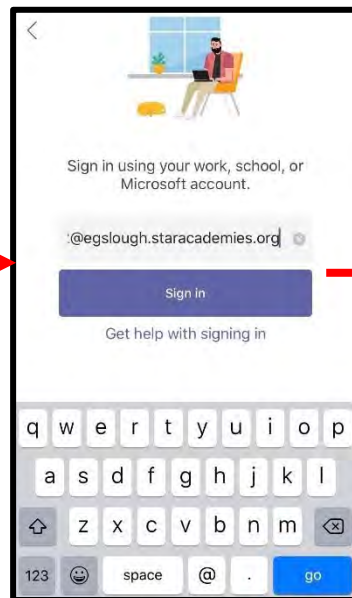
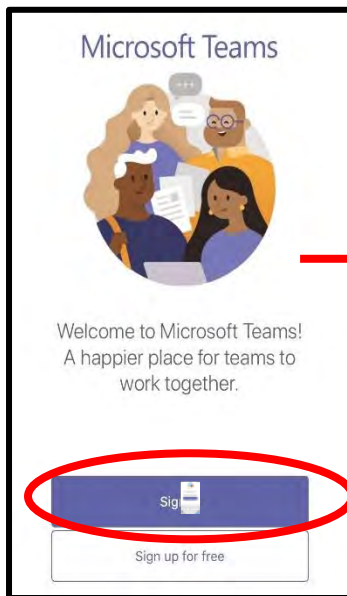


This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



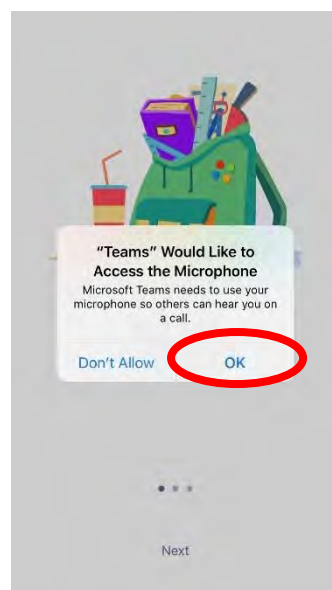
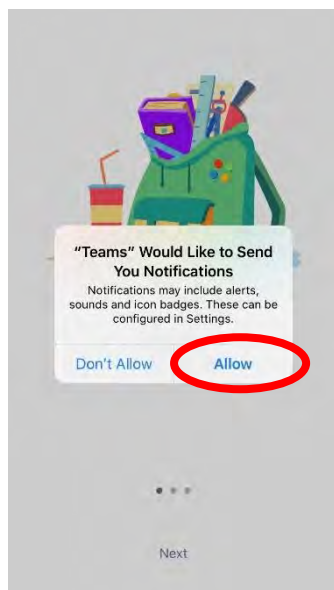
SECTION 2 - USING TEAMS ON A TABLET OR PHONE Teams - Downloading the Teams App

The Microsoft Teams app is available for free on the App Store (iPad and iPhone) or Google Play store (Android tablets and phones). Search for Teams and look for the purple Teams icon circled in red and download. Once it is downloaded, open the app and log in.



Sign in with your school email address. Example: harrypotter@tottington.shaw-education.org.uk

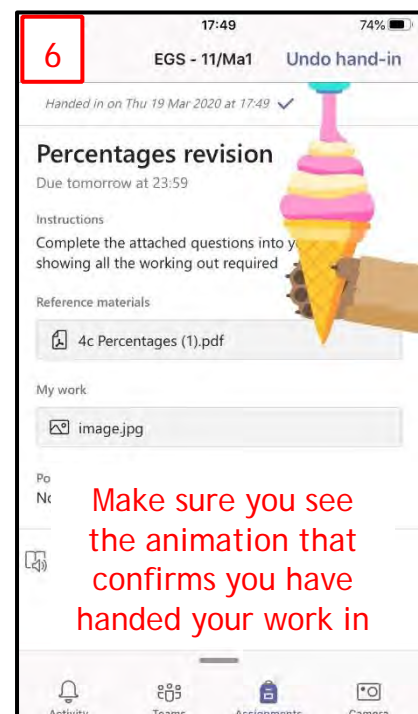
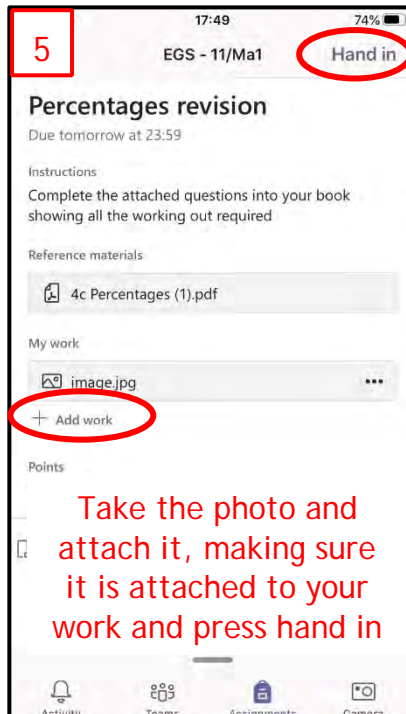
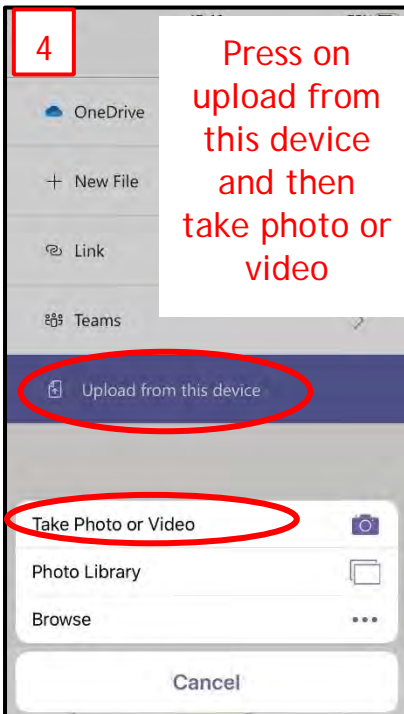
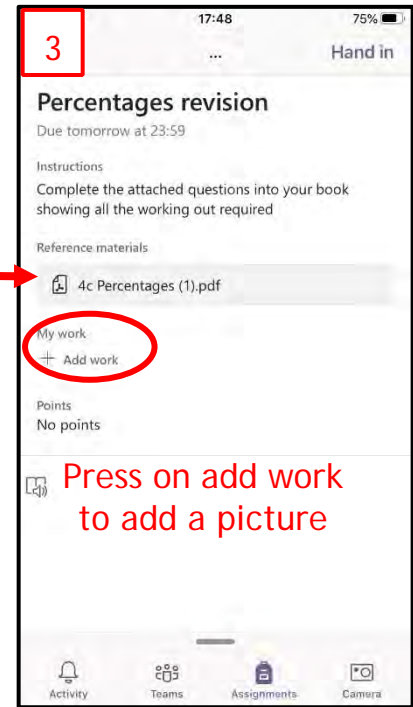
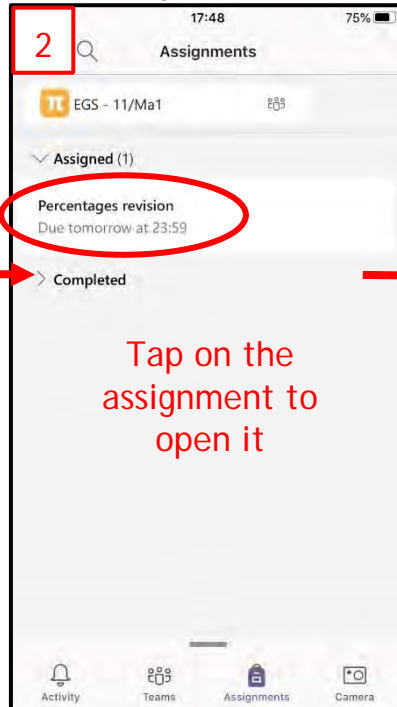
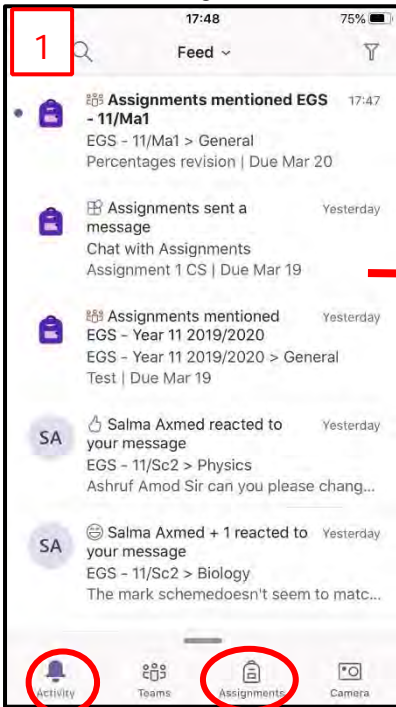
You will then be directed to the login page for the Trust - this is like if you are logging into a computer in school, so your username is your email address and the password is the one you set at school.



Turn on notifications for Teams so that you get an instant notification when your teacher has set you a new piece of work, posted an important message or sent you some feedback on work you submitted. If you are joining a live lesson (you need to click allow, but during the virtual classroom, you will be turning the microphone off).

Teams - Uploading an Assignment

If you are uploading a document, follow the guide that is in section 1 as uploading a document from a phone or tablet is the same process. However if you have piece of written work that you need to upload, you can use your tablet or phone to take a picture of your work. You can find the assignment you have been set in two places - the activity feed and assignments - picture 1.



SECTION 3 Usernames

Office 365

For Office 365 and Teams, you will log in with your school email address.

For example: Harry Potter

harrypotter@tottington.shaw-education.org.uk

Your password is the same as your school network password and the one you use for SMHW

Support

For any support with access, please email homelearning@tottington.shaw-education.org.uk